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May 16, 2007

EDWARD R. ROYCE
Fortieth District-California

Mr. Michael Taff
777 North Eldridge Parkway
Houston, TX 77079-4526

Dear Mr. Taff:

Welcome to Washington, D.C.! I am pleased to inform you of your itinerary for your visit to our nation's capital. Please note that due to heightened security, changes have taken place to many tour procedures. I appreciate your patience and understanding.

I have arranged for a member of my staff to guide you and 7 guests on a tour of the Capitol. The tour has been scheduled for May 29, 2007 at 2:00 p.m. To begin this tour, simply come to my office 15 minutes prior to your scheduled tour time. My office is located on Capitol Hill at 2202 Rayburn House Office Building on the corner of South Capitol Street and Independence Avenue.

A tour of the White House has been scheduled for you and your party on May 29, 2007 at 9:00 a.m. Your group name is Evans and your group ID # is C-0CCB7. You must arrive 15 minutes prior to your scheduled tour time at the South East Gate of the White House (if you are at the Washington Monument, facing the White House, it would be on your right hand side). Please be advised that no personal items may be taken into the White House (ie: book bags, handbags, cameras, etc.) and there is no location to store them at, so please make necessary arrangements ahead of time. You must also be able to present the Secret Service agents with a government issued photo id prior to the tour.

Unfortunately, due to the high volume of tour requests at this time, I was unable to secure reservations for the Library of Congress tour you requested. However, the Library of Congress is open for public guided tours Monday through Saturday at 10:30 a.m., 11:30 a.m., 1:30, 2:30 and 3:30 p.m. A highlight tour is available Monday through Saturday at 4:15 p.m., 4:30 p.m., 4:45 p.m., and 5:00 p.m. All tours start at the Information Center in the Jefferson Building located at 101 Independence Avenue, SE.

Please plan to arrive early for all tours. If you have any questions, please contact Audra McGeorge in my Washington, D.C. office via phone at (202) 225-4111 or via email audra.mcgeorge@mail.house.gov. I wish you a safe and pleasant trip.

Sincerely,

A handwritten signature in dark ink, appearing to be "ER", written over a horizontal line.

EDWARD R. ROYCE
Representative, 40th District

Enclosure

Instructions for Groups Touring the White House

Thank you for your interest in touring the White House. Please review the following rules and procedures regarding your visit.

1. Public tours of the White House are scheduled Tuesday through Saturday, from 7:30 a.m. to 12:30 p.m. for groups of 10 or more people.
 2. All guests 14 years of age or older are required to submit their name, date of birth, social security number and country of origin to the requesting office. Attendees under the age of 14 only need to submit their name and date of birth. This security information must be received by the requesting office no later than **five days prior to the tour date**. Groups without security information will be canceled.
 3. Groups should enter the White House complex from the south side of East Executive Avenue near the Southeast Gate. Groups arriving by bus should instruct their driver to drop them off at the southwest corner of 15th and E streets where they will be met by a uniformed National Park Service Ranger.
 4. Groups should **arrive 15 minutes before their scheduled tour time**. Late arrivals may not be accommodated.
 5. All guests 15 years of age and older will be required to **present photo identification** with information exactly matching the name previously submitted for clearance. Individuals whose identification does not exactly match the name or data cleared for entry may be denied admittance.
 6. Prohibited items include, but are not limited to, the following: handbags, book bags, backpacks, **purses**, food and beverages of any kind, strollers, **cameras**, video recorders or any type of recording device, tobacco products, personal grooming items (make-up, hair brush or comb, lip or hand lotions, etc.), any pointed objects (pens, knitting needles, etc.), aerosol containers, guns, ammunition, fireworks, electric stun guns, mace, martial arts weapons/devices, or knives of any size. The U.S. Secret Service reserves the right to prohibit any other personal items. Umbrellas, wallets, cell phones, and car keys are permitted.
- Please note that no storage facilities are available on or around the complex. Individuals who arrive with prohibited items will not be permitted to enter the White House.**
7. All necessary medications must be identified and remain in the custody of an adult chaperone or contact for the entire tour.
 8. All persons and items entering the White House will be screened through a security process. Individuals may be requested to consent to an interview or additional security procedures before they are admitted to the White House complex.
 9. White House tours may be subject to last minute cancellation. Visitors may call the 24-hour line at (202) 456-7041 for the most current tour information.